

City of Fort Worth, Texas

Job Description

Classification Title	Senior Development Project Facilitator		
Job Code:	PR1951	Job Family:	Professional
Pay Grade	612	Date Reviewed:	02/09/2023
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Performs highly interactive project management and facilitation for developers of large and complex private development projects through the City's development review processes. Coordinates project meetings, project specific requirements and offers solutions to achieve project deadlines, build relationships with developers, other departments and development community stakeholders such as chambers of commerce, commissions and committees.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Coordinates administrative support services for the Department and pursues resolutions involving other departments and external stakeholders Coordinates complex and high-profile new real estate development projects; and develops and implements, special programs, new initiatives and other services.
3. Reviews subdivision plats, construction plans and contract documents and acts as a facilitator to guide executive City staff, developers, and consultants with the progression of projects through the City's development review processes, gain consensus on complex planning and development issues, and develop creative and alternative solutions to unique issues and/or procedural obstacles.
4. Manage multiple development project submittals using various software technologies to monitor project status and timelines.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of administrative support services provided, service delivery methods and procedures; and works with employees on the continuous improvement.
6. Recommends and assists in the implementation of goals objectives, policies and procedures.
7. Acts as a liaison to the City Manager's Office, Mayor and City Councilmembers,

developers, and city departments as well as to development community stakeholders such as the chambers of commerce, commissions and committees.

8. Promotes development process improvement methods to attract development, maintain reputation for the City of Fort Worth as a good business partner for developers and property owners, and seeks improvements to reduce delays and waste.
9. Prepares analytical and statistical reports concerning department operations and activities. Prepares and presents reports, as needed.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Municipal government operations, services and programs.
- Methods and techniques of expediting community development business activities between private sector and city departments.
- Principles and practices of collecting, reviewing and analyzing technical and statistical data.
- Methods and techniques of report preparation.
- Principles and practices of urban planning, engineering or architecture as they relate to development issues.
- Permit plan review and inspections.
- Record keeping and tracking; open record legal requirements.
- Acronyms and language associated with Civil infrastructure plans and subdivision plats.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, State and local laws, codes and regulations.
- City's project management and financial deposit system.
- City's personnel rules and regulations.
- Technical design.

- **Skill in:**

- Organization and time management.
- Computers and applicable software.
- Mathematics.
- Customer service.
- Delivering presentations.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Provide administrative support services to a division or department including reports, tables, and contract coordination.

- Manage and interpret City development policies and analyze requests to improve existing policies or adopt new policies.
- Research, review, analyze and interpret technical and statistical data.
- Function as a liaison between stakeholders and city departments in matters relating to the assigned area of responsibility.
- Conduct on-site inspection of new developments.
- Draft Mayor and Council Communications.
- Perform statistical analysis and identify trends.
- Analyze and resolve problems.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.
- Maintain project schedules and meet deadlines.

MINIMUM JOB REQUIREMENTS

Master degree from an accredited college or university with major course work in urban or regional planning, urban design, civil engineering, architecture, public administration or a related field and four years of increasingly responsible experience in project or program management, architecture, planning, development plan review/consultation including one year in a supervisory capacity.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.